



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
PRINCIPAL HUMAN RESOURCES SPECIALIST
Human Resources Division

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates who are on the current exam list for Principal Human Resources Specialist and State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Location: Southwest CT Mental Health System, 1635 Central Ave, Bridgeport, CT

Job Posting No: OC101039

Schedule: Monday thru Friday, full time, 40 hours per week

Salary Range: \$80,261.00 - \$109,428.00

Closing Date: August 17, 2015

Eligibility Requirement:

Candidates must have applied for and passed the Principal Human Resources Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties will include: Supervision of Human Resource staff assigned to SWCMHS; conducts PARS and performance evaluations; grants time off and administers counseling and discipline, if necessary; provides professional development and training to staff, prioritizes and assigns work as well as re-directs workflow in an effort to streamline and improve quality of work product; meets with and advises executive team pertaining to interpretation and administration of Human Resources rules, regulations and collective bargaining agreements; determines appropriate organizational structure and administers proper use of job classifications; participates in succession planning; develops HR policies and procedures related SWMCHS as well as review processes and make recommendations to improve and streamline such processes; research various complex questions related to Human Resources and provides responses as well as guidance and direction for such issues; makes recommendations for necessary action as well as bring issues to the attention of supervisor, as necessary. This position will also participate in audits by the Joint Commission and ensure Human Resources files are in compliance with standards required by The Joint Commission.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
Maria.D.DeJesus@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. (02)